United Nations ST/IC/2008/12

Secretariat

19 February 2008

Information circular*

To: Members of delegations and staff

From: The Under-Secretary-General for Management

Subject: **First day of issue, 6 March 2008: "Endangered Species" series and annual collection folders**

Commemorative stamps

1. On Thursday, 6 March 2008, the United Nations Postal Administration (UNPA) will issue a set of 12 stamps depicting endangered species of fauna. This will be the sixteenth set of stamps in the multi-year "Endangered Species" series, which was launched on 3 March 1993 to highlight the need for the protection of species throughout the world that are in danger of extinction. This year, the endangered species feature a variety of marine life and the stamps were designed by Ms. Suzanne Duranceau (Canada).

Denomination:
New York values — 41 cents

Endangered species:
Arctocephalus pusillus (South African Fur Seal)
Tubastraea coccinea (Orange Cup Coral)
Hippocampus reidi (Longsnout Seahorse)
Eschrichtius robustus (Grey Whale)

2. The issue will consist of three sheets of 16 stamps in denominations of $0.41, SwF 1.00 and €0.65. Each sheet will illustrate four different endangered species.

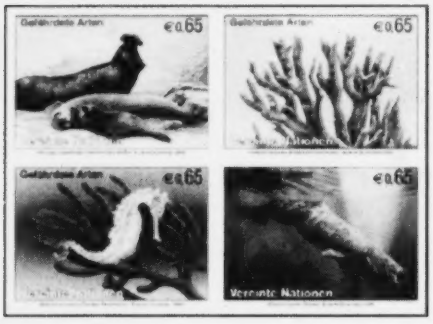
(United States equivalents — SwF 1.00: $0.89 and €0.65: $0.96, subject to exchange rate fluctuation)

* Expiration date of the present information circular: 6 April 2008.

08-24368 (E) 280208

Denomination:
Geneva values — SwF 1.00

Endangered species:
Odobenus rosmarus (Pacific Walrus)
Platygyra daedalea (Brain Coral)
Hippocampus bargibanti (Pygmy Seahorse)
Delphinapterus leucas (Beluga Whale)



Denomination:
Vienna values — €0.65

Endangered species:
Mirounga angustirostris (Northern Elephant Seal)
Millepora alcicornis (Fire Coral)
Hippocampus histrix (Thorny Seahorse)
Physeter catodon (Sperm Whale)

2008 "Endangered Species" annual collection

3. On the same day, the United Nations Postal Administration will release the 2008 "Endangered Species" annual collection folder of single mint stamps.

4. The 2008 annual collection will be contained in a specially designed album. The album devotes separate pages to each of the 12 endangered species. Descriptive information is provided in English, French and German, and each stamp is beautifully highlighted by a colourful array of photographs relative to the species. It should be noted that the "Endangered Species" series will not be included in the annual collection albums to be issued later in 2008.

5. The stamps are not affixed inside the album, although spaces and mounts have been provided for this purpose.

Triple-cancelled "Endangered Species" annual collection folder

6. Since the 2008 "Endangered Species" annual collection folder will contain stamps in all three denominations, special arrangements have been made by UNPA to make available to its collectors the "Endangered Species" collections, in which the stamps will be affixed and cancelled 6 March, the first day of issue in New York, Geneva and Vienna, as appropriate.

7. The policy of offering triple cancellations for the "Endangered Species" annual collection will continue throughout the duration of this series.

Maximum cards

8. The twenty-ninth set of UNPA maximum cards will also be issued on 6 March 2008. Three different cards will be produced to accommodate the three different se-tenant blocks of four stamps being issued. To conform to the maximum cards issued for the "Endangered Species" in prior years, each maximum card will reproduce photographs of the species appearing on each of the stamps in the se-tenant block. The appropriate se-tenant blocks of stamps will be affixed and cancelled first day of issue for each respective office. The maximum card cancelled United Nations New York will sell for $2.04. The cancelled United Nations Geneva card is priced at $3.97, while the cancelled United Nations Vienna card is priced at $4.23. Owing to a new uniform pricing structure instituted in 2008 for all three UNPA offices, all three maximum cards are now subject to exchange rate fluctuations.

9. UNPA will sell the plain cards (without stamps affixed) for $0.25.

Special limited silk cover

10. The release of the 2008 "Endangered Species" series stamps will coincide with the Postage Stamp Mega Event being held at Madison Square Garden from 6 to 9 March. To mark this event UNPA has produced a special limited edition silk cover. The $0.41 *Arctocephalus pusillus*, the SwF 1.00 *Hippocampus bargibanti* and the €0.65 *Physeter catodon* will be affixed to these covers and cancelled appropriately. These covers will sell for $3.95 while supplies last.

General information

11. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachets **only**. Members of delegations and the staff can obtain these items on Thursday, 6 March, at the following locations:

(a) UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5 p.m.;

(b) Temporary sales counter located on the east side of the Secretariat lobby between the cafeteria and newsstand against the windows: 9 a.m. to 4 p.m.

12. First day of issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

13. Information on United Nations stamps can be accessed on the Internet at http://unstamps.un.org.

United Nations ST/IC/2008/13

Secretariat

25 February 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations competitive examination for accounting assistants (2008)**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the competitive examination for accounting assistants, in accordance with the provisions of administrative instruction ST/AI/1998/4.

2. The written part of the examination is scheduled to be held in New York, tentatively in June 2008. Staff members will be advised of the precise date and location.

3. The minimum eligibility requirements for staff members are as follows:

(a) High school or equivalent diploma; and

(b) Additional qualifications, such as a degree, certificate(s), coursework or training in accounting or finance, or progressively responsible experience in accounting or finance.

4. In addition to the minimum eligibility requirements stated above, staff members who sat for a previous accounting clerk/assistant examination must meet the following conditions:

(a) Have achieved a mark of at least 25 per cent on the overall score of that examination;

(b) Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for Accounting a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the examination for accounting assistants more than four times within a 10-year period.

* Expiration date of the present information circular: 31 December 2008.

08-25151 (E) 280208

6. The written examination will consist of one paper covering basic accounting principles and practice. The use of any reference material is not permitted during the written examination. Staff members must bring their own calculators. Personal computers are not allowed. Candidates who have not already passed the Administrative Support Assessment Test (ASAT) (formerly known as the "clerical test") in English will be required to take it prior to the written examination for accounting assistants. Candidates who do not obtain a passing grade on the English ASAT will be disqualified.

7. On the basis of the results obtained in the written examination, the Board of Examiners for Accounting will invite selected candidates to take a practical test on a computer to assess their knowledge of computerized spreadsheets. Based on the results of the practical test, selected candidates will be invited to an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview should not assume that they will be placed on a reserve roster of qualified candidates.

8. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for accounting assistants at United Nations Headquarters in New York will be filled. Candidates placed on the roster may be selected depending on the needs of the United Nations and the availability of posts. Internal candidates placed on the roster will receive an offer for an accounting assistant position prior to the selection of candidates from the next examination.

9. Successful candidates selected to fill vacancies will be assigned as accounting assistants for a trial period. The trial period will normally be one year, but it may be extended as necessary. They will be required to work in a fully computerized environment. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts. In the case of staff members placed on temporary posts (general temporary assistance, replacement of a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to a post at their level.

10. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and of the present information circular may apply by completing the attached application form and forwarding it to: United Nations competitive examination for accounting assistants, General Service and Related Categories Staffing Unit; Staffing Service, Operational Services Division, Office of Human Resources Management, Room DC1-0200, One United Nations Plaza, New York, NY 10017. The deadline for receipt of applications is 15 April 2008. To ensure that applications are properly received on time by the Unit during its temporary relocation, staff members are strongly encouraged to submit their application by fax to: 917-367-0586 or by e-mail to: accounting-exam-2008@un.org. Written proof of educational qualifications obtained or relevant experience must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of applications. Extensions for receipt of applications will not be granted.

Annex

Application for the 2008 competitive examination for accounting assistants

Please type or print legibly.

Last name (family name) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Nationality ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Sex [F] [M] Index No. ☐☐☐☐☐☐ Category ☐☐ Present level ☐☐

Type of appointment Fixed-term ☐ Probationary ☐ Permanent ☐

Expiration or review date Day ☐☐ Month ☐☐ Year ☐☐☐☐

Date of birth Day ☐☐ Month ☐☐ Year ☐☐☐☐

Date of entry in United Nations Secretariat Day ☐☐ Month ☐☐ Year ☐☐☐☐

Have you taken this examination before? **No** ☐ **Yes** ☐ **If yes, when:**

In 19☐☐ In 19☐☐ In 19☐☐ In 20☐☐ In 20☐☐

Main language (mother tongue) ☐

Have you passed the English ASAT? **No** ☐ **Yes** ☐

Duty station _____

Department/Office _____

(write in full)

E-mail address _____

Room No. _____ Telephone No. _____

Please complete an up-to-date P-11 form, or preferably a PHP form, and attach it to the present application. Describe your educational background and work experience (giving dates and duration) in the areas of accounting and related functions.

Applications submitted without either a P-11 or PHP form will not be considered.

I certify that the above information is correct to the best of my knowledge and belief.

Date _____ Signature _____

United Nations ST/IC/2008/14

Secretariat

27 February 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2008 competitive examination for French-language verbatim reporters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for French-language verbatim reporters in 2008, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. The competitive examination for French-language verbatim reporters will be held tentatively on **9 June 2008** in New York, Geneva and other locations, according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for French-language verbatim reporters will be filled. When vacancies occur, successful candidates will be recruited from the roster, subject to the requirements of the section in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for French-language verbatim reporter posts as they occur in the language service in New York. Successful candidates are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 13 to 15 below.

* Expiration date of the present information circular: 31 December 2008.

08-25482 (E) 050308

4. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Have a perfect command of French and an excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or personal history profile (PHP) form of how they acquired their knowledge of the languages claimed;

(c) Hold at least a three-year first-level degree or an equivalent qualification from a university or institution of equivalent status in which French is the language of instruction or hold a university degree from a recognized school of translation;

(d) Have computer and word-processing skills and be fast and accurate typists.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications (11 April 2008) will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement of a degree or its equivalent from a university or institution of equivalent status stipulated in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applicants should submit with their applications a one-page essay in French, explaining why they wish to work as verbatim reporters in the United Nations. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. Convoked candidates will be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

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[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

8. The written verbatim reporting examination, to be held on **9 June 2008**, will consist of three papers:

(a) Translation of an English text into French (two hours). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have the other papers marked;

(b) Translation of a text in an official language of the United Nations other than English into French (one and a half hours);

(c) Editing of and making the necessary logical and stylistic corrections to an original French text (one and a half hours).

9. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers.

10. On the basis of the results of this written examination, the Board of Examiners will invite selected candidates to a competency-based interview. The Board will interview each candidate to assess whether she or he possesses the competencies required for the position. Candidates may also be required to take some additional short tests at the time of the interview (including a computer skills test). The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should not assume that they will automatically be offered an assignment.

11. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's recommendations are not subject to appeal.** The Board **does not** release individual scores or results.

12. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

13. Staff members selected to fill vacancies will be assigned as French-language verbatim reporters for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. Successful candidates are expected to be able to use a computer workstation and to operate a dictaphone. In addition, in order to be confirmed as a verbatim reporter, successful candidates will need to have word-processing skills.

14. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

15. In accordance with the needs of the section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

16. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form in French and the essay referred to in paragraph 7 above, not later than **11 April 2008**, to:

2008 competitive examination for French-language verbatim reporters
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
Fax No.: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early. Applications may be sent by e-mail, fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

17. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their applications to the Division for Organizational Development of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **11 April 2008**, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2008 competitive examination for French-language verbatim reporters

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

Please complete an up-to-date P.11 or PHP form in French and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of translation, editing and verbatim reporting, if any. Also include any relevant information about computer software or programs used. Applications submitted without a P.11 or PHP form or without the one-page essay in French referred to in paragraph 7 will NOT be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2008/14 and I understand that if I am successful in the 2008 competitive examination for French-language verbatim reporters and am recommended for inclusion in the roster, my assignment as a French-language verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 13 to 15 of that circular.

Date _____ Signature _____

United Nations ST/IC/2008/15

Secretariat

27 February 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2008 competitive examination for French-language proofreaders/ copy preparers/production editors**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for French-language proofreaders/copy preparers/production editors in 2008, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. The competitive examinations for French-language proofreaders/copy preparers/production editors will be held tentatively on **11 June 2008** in New York, Geneva and other locations, according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for French-language proofreaders/copy preparers/production editors at United Nations Headquarters in New York and at other duty stations in Africa, Asia, Europe and Latin America will be filled. When vacancies occur in a service, successful candidates will be recruited from the roster for that service, subject to the requirements of the service in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies as they occur in the language services in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok and Santiago. Assignments are subject to rotation (mobility). French-language proofreaders/copy preparers/production editors may thereafter be called upon to serve at other United Nations duty stations according to the needs of the

* Expiration date of the present information circular: 31 December 2008.

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Organization. Successful candidates are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 15 to 17 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Have a perfect command of French and an excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or personal history profile (PHP) form of how they acquired their knowledge of the languages claimed;

(c) Hold at least a three-year first-level degree or an equivalent qualification from a university or institution of equivalent status in which French is the language of instruction or hold a university degree from a recognized school of translation;

(d) Have relevant experience in the printing/publishing industry. Applicants are required to be able to use computer workstations. Word-processing knowledge is a requirement. Desktop publishing knowledge is an advantage.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications (11 April 2008) will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement of a degree or its equivalent from a university or institution of equivalent status stipulated in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applicants should submit with their applications a one-page essay in French, explaining why they wish to work as proofreader/copy preparer/production editor. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. Convoked candidates will be required to submit evidence of degrees, knowledge of

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The examination will consist of two parts:

(a) An eliminatory written examination on proofreading, copy preparation and language knowledge;

(b) A computer test on desktop publishing skills and knowledge of printing.

9. The written examination, to be held on **11 June 2008**, will consist of four papers:

(a) Copy-editing and copy preparation of a text intended for typesetting (2 hours and 15 minutes);

(b) French language aptitude test (45 minutes);

(c) Proofreading against manuscript (2 hours);

(d) Language aptitude test in the two additional languages (1 hour).

10. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers. Graphic arts rulers are allowed.

11. On the basis of the results obtained in the written examination, the Board of Examiners will invite successful candidates to take a computer test on desktop publishing skills and knowledge of printing, which will normally take place several weeks after the written component of the examination. The computer test will consist of:

(a) Formatting of text and tables based on a marked-up manuscript and a given electronic template (layout specifications and style sheet) using Adobe InDesign CS2. Placement of graphics and/or images is not required (2 hours);

(b) Questionnaire on printing knowledge (30 minutes).

12. After the computer test, the Board of Examiners will invite selected candidates to a competency-based interview. The Board will interview each candidate to assess whether she or he possesses the competencies required for the position. Both the computer test and the interview are an integral part of the examination. Therefore, candidates at these stages should not assume that they will automatically be offered an assignment.

13. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's recommendations are not subject to appeal.** The Board **does not** release individual scores or results.

14. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

15. Staff members selected to fill vacancies will be assigned as French-language proofreaders/copy preparers/production editors for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

18. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the essay referred to in paragraph 7 above, not later than **11 April 2008**, to:

2008 competitive examination for French-language proofreaders/
copy preparers/production editors
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
Fax No.: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early. Applications may be sent by e-mail, fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their applications to the Division for Organizational Development of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **11 April 2008**, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2008 competitive examination for French-language proofreaders/ copy preparers/production editors

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of proofreading, copy preparation and production editing, if any. Also include any relevant information about computer software or programs used. Applications submitted without a P.11 or PHP form or without the one-page essay in French referred to in paragraph 7 will NOT be considered.

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2008/15 and I understand that if I am successful in the 2008 competitive examinations for French-language proofreaders/copy preparers/production editors and am recommended for inclusion in the roster, my assignment as a French-language proofreader/copy preparer/production editor will be subject to my acceptance of the conditions of service indicated in paragraphs 15 to 17 of that circular.

Date _____ Signature _____

United Nations ST/IC/2008/16

Secretariat

27 February 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2008 competitive examination for French-language translators/ précis-writers**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for French-language translators/précis-writers in 2008, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. The competitive examination for French-language translators/précis-writers will be held tentatively on **10 June 2008** in New York, Geneva and other locations, according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for French-language translators/précis-writers will be filled. When vacancies occur, successful candidates will be recruited from the roster, subject to the requirements of the service in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for French-language translator/précis-writer posts as they occur in the language services in New York, Geneva, Vienna, Nairobi, Addis Ababa and Bangkok. Assignments are subject to rotation and successful candidates may thereafter be called upon to serve at other United Nations duty stations according to the needs of the Organization. Successful candidates are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the

* Expiration date of the present information circular: 31 December 2008.

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United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 14 to 17 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Have a perfect command of French and an excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or personal history profile (PHP) form of how they acquired their knowledge of the languages claimed;

(c) Hold at least a three-year first-level degree or an equivalent qualification from a university or institution of equivalent status in which French is the language of instruction or hold a university degree from a recognized school of translation;

(d) Have knowledge of word-processing programs.

5. As an exception, for staff members who hold a university degree in law and do not have a third language, the requirement of an additional language may be waived by the Board of Examiners. In such cases, the candidates will be required to select the legal text as one of the specialized texts to be chosen (see para. 9 (d) below). They will also be required to translate a legal text during the period set aside for the translation of the second paper (see para. 9 (b) below).

6. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications (11 April 2008) will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

7. The requirement of a degree or its equivalent from a university or institution of equivalent status stipulated in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

8. All applicants should submit with their applications a one-page essay in French, explaining why they wish to work as a translator/précis-writer in the United

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

Nations. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. Convoked candidates will be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

9. The written translation and précis-writing examination, to be held on **10 June 2008**, will consist of four papers:

(a) Translation into French of a general text in English (two and a half hours). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Translation into French of a text chosen by the candidate from a total of four texts, one in each of the following official United Nations languages: Arabic, Chinese, Russian and Spanish. Alternatively, for candidates with a legal degree and no knowledge of a third language, translation into French of a legal text in English. Candidates with a legal degree and knowledge of a third language may opt for either the foreign language text or the legal text (one and a half hours);

(c) Summary in French of a text in English (one hour);

(d) Translation into French of one English text to be chosen by the candidate from a total of four specialized texts (economic, legal, social and political). Candidates with a legal degree and no knowledge of a third language must select the legal text (one and a half hours).

10. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers.

11. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to a competency-based interview. The Board will interview each candidate to assess whether she or he possesses the competencies required for the position. Candidates may also be required to take some additional short tests at the time of the interview (including a sight translation test). The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should not assume that they will automatically be offered an assignment.

12. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's recommendations are not subject to appeal.** The Board **does not** release individual scores or results.

13. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

14. Staff members selected to fill vacancies will be assigned as French-language translators/précis-writers for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. Successful candidates are expected to be able to use computer workstations.

15. Successful candidates in translation assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

18. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the essay referred to in paragraph 8 above, not later than **11 April 2008**, to:

2008 competitive examination for French-language
translators/précis-writers
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
Fax No.: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early. Applications may be sent by e-mail, fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their applications to the Division for Organizational Development of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **11 April 2008**, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2008 competitive examination for French-language translators/ précis-writers

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Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

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I certify that the information I have provided above is correct to the best of my knowledge and belief.

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